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With the availability of [REDACTED] for the Clerical Orientation program and with all of C wing and the head house room put at our disposal, we are preparing to begin this program on 22 September. It will be given twice each week, a Monday-Tuesday course and a Thursday-Friday course. The typists and stenos will be required to attend two days; the clerks will attend only one of the two days. Material that is classified will be given in R&S Building (two mornings each week) and the rest will be presented in two rooms of C wing. STATINTL

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For the time being, both [REDACTED] will assist with the program in order to give necessary breaks for [REDACTED]. With [REDACTED]'s arrival in October or November, the tightness of the present schedule can be relaxed somewhat. A copy of the tentative daily schedules is attached. The three instructors will be working on the contents of these lectures during the next two weeks.